



**King County**  
**TRANSIT SUPERVISOR**  
**DEPARTMENT OF TRANSPORTATION/TRANSIT DIVISION**  
**OPERATIONS SECTION**

**Annual Salary Range: \$69,844 – \$84,436**

**Job Announcement: 04DP4454**

**OPEN: 7/19/04      CLOSE: 7/30/04**

**WHO MAY APPLY:** This position is open to King County Department of Transportation employees who are career service employees, or current probationary employees who attained career service status in a previous position.

**WHERE TO APPLY:** Required forms and materials must be sent to: 201 **S. Jackson Street, M.S. KSC-TR-0419, Seattle, WA 98104** or hand-delivered to **Career and Employment Center** at 201 S. Jackson Street, Floor 1A. Applications materials must be received **by 4:00 p.m. on the closing date.** (Postmarks are NOT ACCEPTED.) Contact Delanie Peterson at (206) 684-1607 or email at [delanie.peterson@metrokc.gov](mailto:delanie.peterson@metrokc.gov) for further inquiries. **PLEASE NOTE:** Applications not received at the location and by the closing date and time, specified above, will not be processed.

**FORMS AND MATERIALS REQUIRED:** [A King County application and data form](#), resume, letter of interest detailing your background and describing how you meet or exceed the requirements are required, as well as a response to the following supplemental question: Over the next 3-5 years, Operations will be experiencing major changes. These include, but are not limited to, the closing/reopening of the tunnel and the preparation/ implementation of several large technology projects. This is exacerbated by the “brain drain” and loss of “institutional memory” caused by large numbers of retirements during this period. Describe the role of a “change agent” in this situation. Explain some of the key challenges faced when an organization is going through change and tell how you would respond and lead through the change process. Be specific in your answer. Please limit your response to two typewritten pages.

**WORK LOCATION:** Bellevue Base Operations, 1790 124th Ave NE, Bellevue, WA

**WORK SCHEDULE:** This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The workweek is normally 8:00 a.m. – 5:00 p.m. Monday through Friday.

**PRIMARY JOB DUTIES INCLUDE:**

- Management of a transit operating base, which includes the work of chiefs, first-line supervisors, and 200-300 transit operators.
- Manage and supervise the operation of a transit base.
- Develop and implement base operations policy and procedures.
- Prepare and manage a multi-million dollar base capital and operating budget.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Project and determine staffing needs to ensure that all service is operated as required.
- Establish strategies, goals, objectives, and performance indicators to improve or enhance performance. Administer provisions of labor agreements.
- Resolve grievances and other labor issues as appropriate.
- Conduct or manage staff conducting investigations.
- Maintain a work environment that encourages respect, communication, and job satisfaction.
- Supervise emergency management operations at the work site and remain on call 24 hours per day.

**QUALIFICATIONS:**

Four years of increasingly responsible transit operations experience. Two of the four years must be in a supervisory capacity. A bachelor's degree in transportation, business administration **OR** the equivalent combination of education and experience may substitute for years of operations experience, but not supervision. Other qualifications include:

- Knowledge of collective bargaining agreements.
- Skill in establishing and implementing Transit Division operations policies and procedures
- Skill in budgeting and project management techniques.
- Knowledge of grievance and arbitration processes.
- Working knowledge of federal, state and local laws regarding ADA, EEO, FMLA, CDL, and D.O.T. Drug & Alcohol testing.
- Excellent oral, written and interpersonal communications skills.

**NECESSARY SPECIAL REQUIREMENTS:** Valid Washington State driver's license or the ability to travel throughout the county in a timely manner.

**SELECTION PROCESS:** Applications will be screened for clarity and completeness. Competitive applicants may be invited to participate in a panel interview and/or written exercise. Finalists may interview with the Manager of Operations.

**UNION MEMBERSHIP:** This position is represented by I.F.P.T.E., Local 17 – Supervisor Unit

**CLASS CODE: 871501**